

The Clay County Appraisal District has a career opportunity for Mapping/Deed Technician. This position provides excellent customer service to the public as well as reviewing deeds, wills and other documents, property splits, existing and past account information to determine ownership, property description and changes to appraisal district records.

The Clay County Appraisal District appraises and collects for property tax purposes for the jurisdictions within Clay County.

Essential Job Duties/Responsibilities:

- Thoroughly reviews new deeds, wills and other instruments and documents, property splits, existing and past account information to determine ownership, property description and other changes.
- Retrieves documents from county records to determine ownership.
- Maintains and updates computer property ownership files and databases.
- Accurately enters ownership, address, deed, and other data into computer system.
- Politely and promptly assists walk-in customers in correctly completing and filing exemption and other forms, understanding appropriate Texas Property Tax Code requirements, inquiries concerning property ownership information, exemptions, value notices, market values and in numerous other ways.
- Assists appraisers with property ownership, description and related account information.
- Answers phones, and within the realm of authority, personally and courteously addresses caller needs and requests or transfers calls to appropriate personnel for handling.
- Performs other duties as assigned.

Minimum Required Qualifications:

- To work productively, both independently and in cooperation with co-workers and with the general public.
- To accurately perform multiple tasks under pressure and within time constraints.
- To communicate effectively and diplomatically, both verbally and in writing.
- To operate personal computers, printers, copiers, calculators, and other office equipment and devices.
- To be able to understandably explain basic appraisal district functions.

Education/Experience

- Graduation from a standard high school or GED.
- Customer service, real estate, appraisal, title office or equivalent experience.
-

We offer competitive salary, insurance and retirement plan. Email resumes to claycad1@gmail.com or come by 101 E Omega and pick up an application. Clay County Appraisal District is an equal opportunity employer.

The Clay County Appraisal District has a career opportunity for Field Appraiser.

General Duties

- Perform data collection and analysis of all categories of real and personal property to generate fair, accurate and consistent market values in accordance with the Texas Property Tax Code.
- Conduct on-site inspections consisting of measuring all improvements, photographing property attributes that contribute to or detract from the market value of the property, assign appropriate quality, condition and age of improvements.
- Analyze market area sales for the calibration of mass appraisal schedules and neighborhood adjustments.
- Conduct protest hearings with property owners, tax agents and the Appraisal Review Board.

Required Skills

- Computer skills including but not limited to Microsoft Office and Excel.
- Reading aerial imagery and GIS maps.
- Taking and recording measurements.
- Use of appraisal and reference manuals to ensure consistency in valuations.
- Writing clear and concise notes, correspondence with property owners, appeal responses, reports and statistical data.
- Customer service skills are required, some adverse or volatile conversations are to be expected and must be managed with courtesy and professionalism.
- Self-motivation and ability to remain on task with limited supervision.
- Duties to be performed both in the office and outdoors may require bending, reaching, walking rough terrain, sitting and standing for long periods of time.
- Work performed outdoors is in an environment which involves everyday risks and discomforts and sometime adverse weather conditions requiring safety precautions.

Education, Experience and Training

- College degree or equivalent work experience preferred.
- Registered Professional Appraiser (RPA) license from the Texas Department of Licensing and Regulation is preferred but not required.
- An unlicensed applicant must be willing to obtain the Registered Professional Appraiser license within a reasonable timeframe and maintain all subsequent continuing education requirements as mandatory by law.

Additional Details

- Must have reliable transportation, a valid Texas Driver's License and show proof of liability insurance.
- Clay County Appraisal District offers a competitive salary contingent on education and qualifications, excellent benefits including health insurance and retirement plan. Email resume to claycad1@gmail.com or come by 101 E Omega and pick up an application. Clay County Appraisal District is an equal opportunity employer.